Fermilab

FermiWorks

Create a Job Requisition: Create New Position for an On-Call Worker
05.15.15

| Create Job Requisition | → | Approved Job Requisition | Recruit and Hire the On-Call Worker Process → |
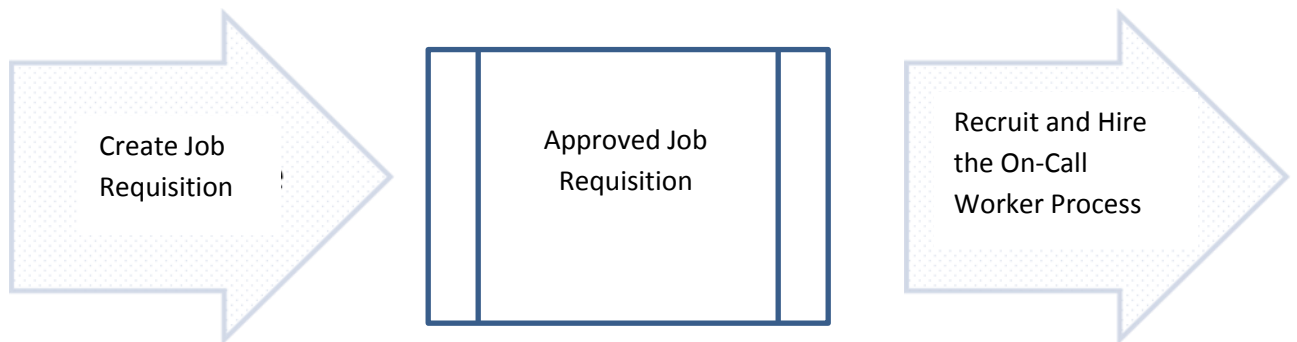
Overview: In order to hire a new On-Call worker, *a job requisition MUST be created and approved first* in order to create a position for the On-Call worker to move into. This is the first process.

After the job requisition is created and approved, Recruiting is notified of the open job requisition. A recruiter schedules a client engagement meeting with the hiring manager to begin the recruiting process. After identifying a suitable candidate and when a job offer is accepted, Recruiting completes the hiring process in FermiWorks.

> **NOTE:** Contractors are still requisitioned via the purchase order process presently used. Once this personnel purchase order has been approved outside of FermiWorks, complete the Contract a Contingent Worker process to add a contractor to the organization's headcount.

1. Type **Create Job Requisition** in the Search box.

2. Press **Enter**.

3. Select **Create Job Requisition** from the Search Results list.

4. If you are responsible for direct reports in more than one **Supervisory Organization** select **Prompt**, drill down and select the appropriate **Supervisory Organization**.

If you are only responsible for one Supervisory Organization this field will auto populate.

> **NOTE:** A Supervisory Organization groups workers into a management hierarchy. A supervisory organization can be a department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization.
>
> All fields with a red asterisk (*) are required fields. All Fermilab required fields may not have a red asterisk. A validation error message displays to identify these required fields.
>
> For all required fields, always use Prompt and select from the list that displays (if available).

5. Select **Create New Position** if you are increasing headcount, or

   Select **For Existing Position** and select an open vacant position if you are replacing a worker.
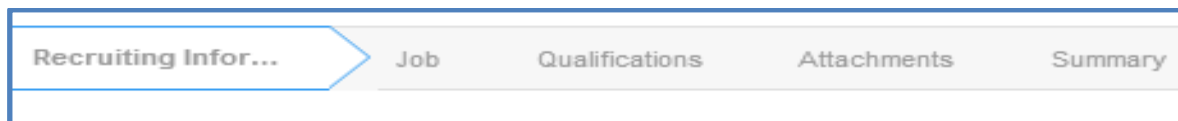
6. Verify the **Worker Type** is Employee.

NOTE: If this requisition is for an on-call position, the worker type is employee. On-call workers are paid by Fermilab.

To create a position in your organization for a contingent worker, follow the Create a Job Requisition: Create New Position for a Contingent Worker process. A contingent worker is not on the Fermilab payroll. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, technicians.)
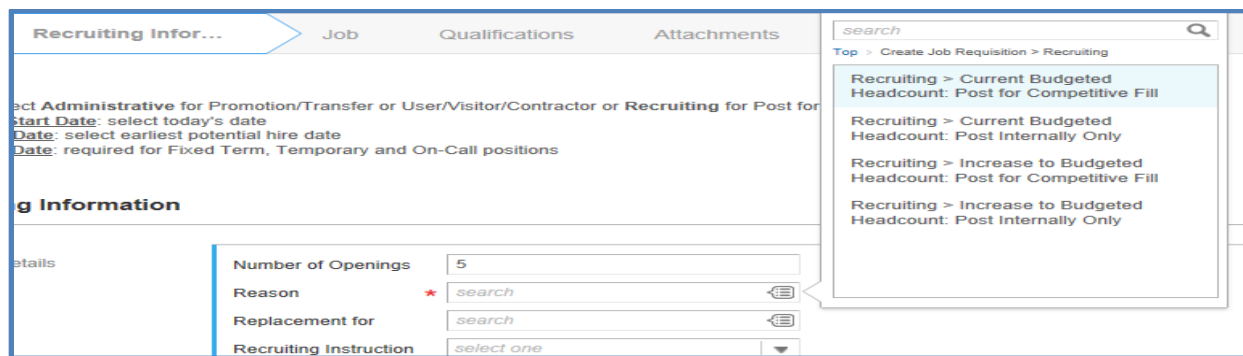
---

7. Click **OK**.

The **Recruiting Information** section displays.

The chevrons display the sections to be completed.

1. Click **Number of Openings** to open the section.

2. The **Number of Openings** defaults to one. If the requisition is for more than one opening, enter the appropriate number. A requisition number will be created as it has been in the past (prior to FermiWorks.)

3. **Reason:** Click Prompt > Create Job Requisition > Recruiting > Current Budgeted Headcount: Post for Competitive Fill or Recruiting > Increase to Budgeted Headcount: Post for Competitive Fill as appropriate.

REASON	DEFINITION
Recruiting > Current Budgeted Headcount: Post for Competitive Fill	No increase to headcount, posted externally
Recruiting > Increase to Budgeted Headcount: Post for Competitive Fill	Increase to headcount, posted externally

4.   Enter the **Recruiting Start Date**. Enter today's date.

> **NOTE:** You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.

5.   Enter the **Target Hire Date**. Enter today's date.

6.   Enter the **Target End Date**. This is one year after the anticipated start date.

> **NOTE:** All of these dates can be changed by initiating the *Edit Job Requisition* process.

7.   Click **Next**.

The **Job** section displays.
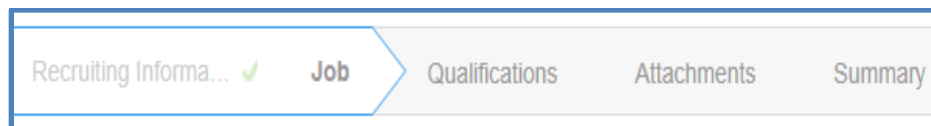
A green check mark (✓) displays to the right of the section(s) completed.

1.   Click **Job Posting Title** to open the section.

2.   Enter the **Job Posting Title**. This is the functional job title that is posted externally, e.g., 'Accelerator Lab Technician.'

> **NOTE:** For an On-Call job requisition, enter the Job Posting Title and then '/On -Call/.' For example, enter 'Administrative Assistant V/On-Call' so it will be easy to identify the job requisition that was created specifically for an On-Call from the list of open positions that display in the manager's My Open Job Requisitions worklet.

3.   Enter the budgeted hourly pay rate for the On-Call worker in the **Justification** field.

> **NOTE:** Job descriptions are located at: http://wdrs.fnal.gov/job descript/index.html for reference.
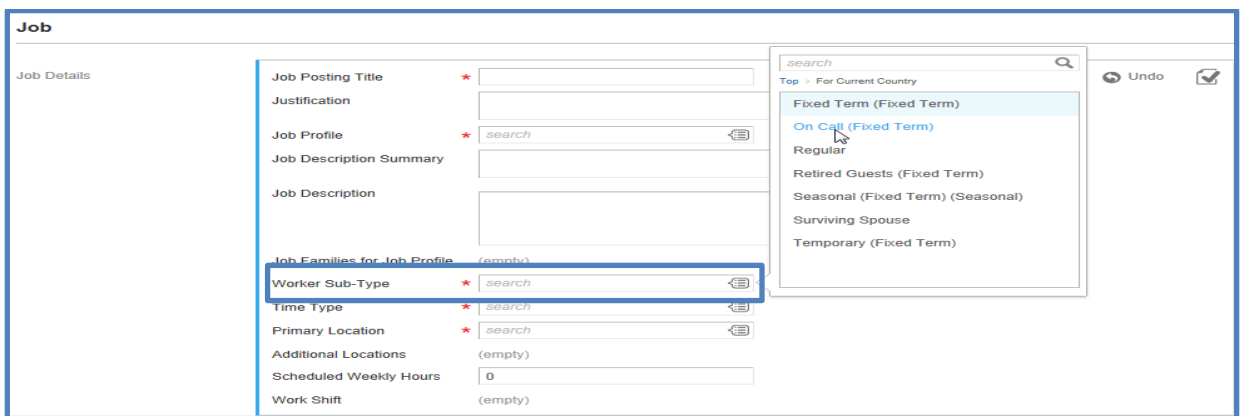
4. **Job Profile:** Click Prompt, drill down and select the appropriate **Job Profile**. This is the Fermilab Compensation job title, e.g., Lab Technician.
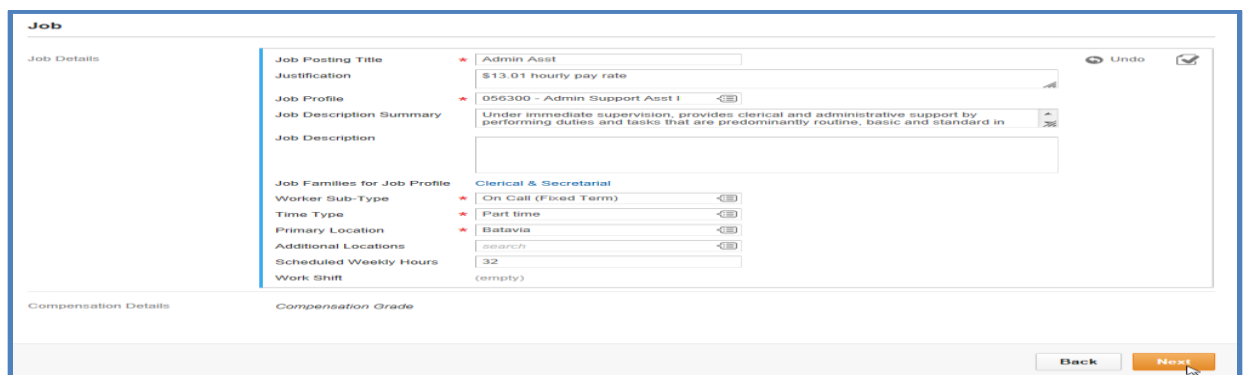
The Job Description auto populates. This is the Fermilab job description.

5. Tailor the **Job Description** to fit any specific job opening requirements. Enter more detailed knowledge, skills and abilities not included in the Job Description Summary.

6. **Worker Sub Type:** Click Prompt > For Current Country. Select On-Call (Fixed Term) for the **Worker Sub-Type**. This is an additional categorization of the job profile.

NOTE: On-Call workers must work less than 1,000 hours a year.

7. **Time Type:** Click Prompt and select the appropriate **Time Type > Part Time**.

8. **Primary Location:** Click Prompt > Batavia for the **Primary Location**.

9. Enter the **Scheduled Weekly Hours**.

10. Click **Next**.

The **Qualifications** section displays.

> **NOTE:** Qualifications are not required for On-Call workers.

Click **Next**.

The **Attachments** section displays.

> **NOTE:** Consult with your recruiter to determine if Attachments are required.

1. Click **+** to upload any appropriate **Attachments**. Forexample, if the job requires physical activities, attach a document with those requirements here.

> **NOTE:** The WAAF information is located at: https://www-esh.fnal.gov/pls/cert/waaf.html

2. Click **Attach**, select the file and click Open.

3. Enter any **Comments** as appropriate.

4. Click **Next**.

The **Summary** section displays.

1. Read the Help Text at the top of the window. Click each link to review the details.

2. Click **Guide Me** to return to any section to make any changes. Or click the icon below to make changes directly in the Summary section.

3. Click **Submit**.

The Organization payroll cost center and associated information must be entered to complete the job requisition.

> **NOTE:** Do **NOT** click Skip. The Organization Assignments section **MUST** be completed.

1. Click **Open** to Change Organization Assignments.

Fermilab defaults for the **Company**.

> **NOTE:** If you do not know the specific Organization Assignments, right click your name in the upper right corner and select 'See in New Tab.' Click the Organizations tab to display the organizational assignments. Do **NOT** click Skip.

2. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center auto populate.

3. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.

4. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.

5. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.

6. Click **Submit**.

7. Click **Done**.

Once the Job Requisition for an On-Call worker is approved, the requisition displays in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

View Job Requisition Progress Status

1. Open your FermiWorks Inbox.

2. Click **View Inbox**.

3. Click the **Archive** Tab.

4. Click the **Job Requisition** Action.

5. Click the **Process** tab.

6. Review the table to see the status.

After the Job Requisition for an On-Call worker is approved, the second process Recruit and Hire the On-Call Worker can be initiated by the recruiter in FermiWorks.